



**Town of Surfside
Town Commission Meeting
December 14, 2010 - 7:00 p.m.**

Town Hall Commission Chambers - 9293 Harding Ave, 2nd Fl
Surfside, FL 33154

**AFTER ACTION ITEMS
“Points of Light”**

1. City of Excellence: At the request of Mayor Daniel Dietch, Town Manager, Roger Carlton designated Tourist Bureau Director, Duncan Tavares and Parks and Recreation Director, Tim Milian, to prepare a report on the process the Town will take to become a “City of Excellence”. The report is to be on the agenda for the November Town Commission meeting. Dennis Giordano, CGA, offered to assist Mr. Tavares. Town Clerk, Debra Eastman will help prepare the draft.

Current Status: Research is underway regarding various award programs available to the Town to reflect improved performance, communication with citizens and strategic planning. The new rules for potential award programs should be available during February 2011.

2. Downtown Vision project: Tourist Bureau Director, Duncan Tavares will prepare a report for the November Commission agenda with recommendations on how to move the Downtown Vision project forward.

Current Status: The report appears on the December 14, 2010 agenda. Should the Town Commission accept the report, the Downtown Vision project can move forward.

3. Maranon property: In order to accelerate the sale of the Maranon property as previously directed by the Town Commission, Finance Director, Martin Sherwood and Building Official, Paul Gioia will order an update to the appraisal of the Maranon property. Town Manager, Roger Carlton will move forward with the sale process subject to final approval of the sale when the bids are received.

Current Status: An appraisal has been received in the amount of \$298,000. Town Attorney Lynn Dannheisser and Town Manager Roger Carlton have completed the bid documents and advertisement in the Daily Business Review and in the Miami Herald has been placed. A mandatory pre-bid inspection was held at the property on December 1, 2010. Five potential bidders attended. An optional pre-bid conference was held at Town Hall on December 3, 2010 and there were no attendees. The bids were due on December 8, 2010. Final determination regarding sale or an alternative strategy to be made by the Town Commission in January 2011.

4. Vacant lot: Finance Director, Martin Sherwood and Building Official, Paul Gioia will order a new appraisal of the small piece of property south of the Town Hall trailers and an updated appraisal of the vacant lot which the Town currently rents and is used for the parking of police cars. A strategy recommendation to appear on the November 9, 2010 Town Commission meeting agenda.

Current Status: Appraisals have been received. A meeting was held with the owner of the property the Town rents for police vehicles on December 6, 2010. A recommendation on all available properties south of Town Hall will be made by the Town Manager in the January Town Commission meeting.

5. Town Commission and Planning and Zoning Board joint meeting: A resolution of the Town of Surfside, Florida, calling for a joint meeting between the Town Commission and Planning and Zoning Board to create a process to identify the issues to be reconsidered in the Zoning Code (Ordinance no. 10-1558); authorizing Commissioner Michael Karukin to enter into negotiations with the Petition Committee challenging Ordinance no. 10-1558; authorizing the Town Manager and Town Attorney to do all things necessary to effectuate the terms of this resolution; providing for an effective date.

Current Status: The first joint meeting was held November 4, 2010. After substantial discussion, the Town Manager, Town Attorney and Town Planner were directed to prepare specific recommendations for action at its second joint meeting scheduled for December 9, 2010. These recommendations appear as an attachment to this report and will be discussed at the second joint meeting on December 9, 2010.

6. Water, sewer and storm drainage project: Town Manager, Roger Carlton will report to the Town Commission at the November 9, 2010 meeting on financing the water, sewer and storm drainage project. Mayor, Vice Mayor and Commissioners to provide names for a citizen review committee to assist the Town Manager in the review of the alternatives.

Current Status: The minutes of the first meeting of the Town Manager's project management committee appears as an attachment to this report. The minutes include a proposed schedule for project implementation. Citizens who have volunteered for the Citizens Overview Committee include Walter Lugo, Gerald Chenevert, Irving Levine and Jason Nevader.

7. Concession stand: Town Manager, Roger Carlton provided an advertisement for an RFP for a concession stand to Parks and Recreation Director, Tim Milian for review. Tim Milian to obtain the RFP for use in the selection of the vendor for the Community Center. Timing of the procurement to coincide with planned opening of the facility.

Current Status: Retaining a vendor for operating the concession stand with Town employees was recommended by the Parks and Recreation Committee in their December 2010 meeting. Staff has concluded that the best approach is to obtain a vendor through the competitive selection process. A report from Parks and Recreation Director Tim Milian appears on this agenda.

8. Part time Maintenance Worker: Human Resources Coordinator, Yamileth Slate-McCloud reported that a new position of part time Maintenance Worker II, will be posted in order to hire by mid November. The position will address cleaning parking lots and when time available, downtown areas.

Current Status: In addition to working on the parking lots and the downtown area, the employee will work on the beach walk one day per week. A report regarding the dual responsibility for beach walk maintenance shared with Miami Dade County Parks and Recreation department appears as an attachment to this report.

9. Red light cameras: Police Chief David Allen and Assistant Chief John DiCenso will manage the implementation of red light cameras now reduced to five for completion by February 1, 2011 and the installation of parking meter pay stations which will be completed by early December, 2010.

Current Status: The following implementation requirements have been completed or are underway:

Red Light Cameras – automated Intersection Safety Program

- all five approaches have been submitted to Miami-Dade County and FDOT for permitting
- two of the five approaches were approved
- the other three approaches are set for Dec 13 for approval
- construction of foundation and pole scheduled for December
- installation of cameras and communications equipment to be completed by end of Dec for the first two approaches
- if other three approaches are approved they may also be completed by the end of Dec
- we are hosting automated intersection program training for numerous municipalities Dec 7, 8, and 9 in training room
- warning period scheduled for January 2011
- enforcement begins for February 1, 2011
- Mayor Dietch has requested that staff take another look at the SB Harding and 95th Street intersection due to the SB to WB right turn on red movement. The process is underway

Multi-Space Meters – Status Report

Current Status: The system went live on November 22, 2010 ten days before committed. Rates have been fine tuned in order to eliminate the minimum time requirement and the customers no longer have to “wake up” the sleeping” screen by pushing a button. There are also “bugs” being worked out relative to a few of the dollar bill acceptors and communication with the credit card processors. All in all, the system implementation has been a great success and “thanks” to John Di Censo and his team for a great job.

10. Code enforcement amnesty program: Building Official, Paul Gioia will give an update at the November Town Commission meeting on the status of the code enforcement amnesty program.

Current Status: The final report is attached. Enforcement action on the non-compliant violations began in December. There will be an increase in the number of cases going to the Hearing Officer in January.

11. Bal Harbour Comprehensive Plan Amendment hearing: Town Manager, Roger Carlton and Commissioner Edward Kopelman will attend the Comprehensive Plan

Amendment hearing at the Village of Bal Harbour on October 19, 2010 at 7 pm. A report to the Town Commission will be made after the Bal Harbour meeting.

Current Status: The Bal Harbour Council deferred this item for at the first public hearing. Vice Mayor Joe Graubart, Commissioner Ted Kopelman and Town Manager attended the meeting of the Village Council and requested that the project not move forward until the impacts on Surfside could be discussed. Town Manager Roger Carlton has met with Bal Harbour Shops attorney. See attached Miami Herald Neighbors article which denotes that the item continues to be deferred. Thanks to the Vice Mayor and Commissioner Kopelman for helping to “waive the Surfside flag” at the Bal Harbour meetings. This is important to show we are earnest about our concerns.

12. Photo/film permit program: Town Manager, Roger Carlton will prepare a policy for the photo/film permit program in conjunction with input from Surfside citizens. A report will be prepared by Parks and Recreation Director Tim Milian, Police Chief David Allen and Tourist Bureau Director, Duncan Tavares for the December 14, 2010, Town Commission agenda.

Current Status: Report appears on the December 14, 2010 Commission agenda.

13. Circulator bus: Town Manager, Roger Carlton will review the potential linking of the Surfside circulator bus with other communities to allow residents transportation to the Sunny Isles library and possible other destinations. A report will be made to the Town Commission at their November meeting.

Current Status: The managers of Bal Harbour, Surfside, Bay Harbor Islands and Sunny Isles Beach have agreed to meet in December 2010 to discuss potential linkages of their respective bus systems. A report on the results of the meeting will be made during the January 2011 Town Commission meeting.

14. Process for ordinance hearings: Town Manager, Roger Carlton and Town Attorney, Lynn Dannheisser will review and suggest a more efficient process for ordinances to be heard by both the Town Commission and Planning and Zoning Board. A report will be made to the Town Commission at their November meeting.

Current Status: Item completed.

15. Water saving program: Town Manager, Roger Carlton instructed Public Works Director, Fernando Rodriguez with the assistance of John Messarian, Engineer with Calvin, Giordano and Associates to obtain information regarding a water saving program that would provide reduced water usage in toilets. A report will be presented to the Town Commission at their November meeting.

Current Status: With staff changes in the Public Works Department and a new water and sewer relationship manager in Calvin Giordano and Associates, this report will be delayed until January 2011.

16. After action document mailing: Town Manager, Roger Carlton to review former Vice Mayor Marc Imberman's newsletter and determine if the newly created after action document could be mailed to that email group.

Current Status: The email address list of this group was provided in Word format. The list contained approximately 400 addresses. Each email address on the list has to be individually typed into a database to create a usable list. This process is projected to be complete during November 2010. Item completed.

17. Salary increases/performance review: Town Manager, Roger Carlton and Human Resources Coordinator, Yamileth Slate-McCloud will review the request of Commissioner Marta Olchyk to tie salary increases to a performance review and will report back by January, 2011.

Current Status: Research in progress. Report to be presented in January 2011.

18. Investigate whether it is worthwhile to employ a grant coordinator

Current Status: Staff is also reviewing an automated grant research tool as suggested by Commissioner Karukin as an alternative to retaining a part time employee or consultant. A final recommendation will be made in January 2011.

19. Prepare a Five Year Financial Plan

Current Status: Carl Berkey-Abbott, budget consultant has submitted a draft of the Five Year Financial Plan. The draft is under review and the goal is to present it to the Town Commission in January 2011.

20. Kindle Wireless reading devices available in the reading room of the Community Center Addition

Current Status: A small area with comfortable furniture will be provided in the Community Center addition for residents to use Kindles or an alternative device. This item is now part of the Community Center Change Order No. 2 addition which is presented separately on the December 2010 agenda.

21. Study of Impact Fees

Current Status: Imposition of impact fees is being reviewed to assess cost and funding of required studies. Report to the Commission in January 2011. The assignment has been given to Town Planner, Sarah Sinatra.

22. Install on-line utility billing system

Current Status: Being investigated along with other payment options. The multi-space meter contract for credit card payment processing allows payment for utilities by credit card to be added. A report on various payment options for utilities and other Town services will be made in January 2011.

23. Seek permission to use Bal Harbour basketball court and Sunny Isles skate park

Current Status: Town Manager Roger Carlton will add this goal to the discussion mentioned in earlier item regarding cooperative opportunities for the bus systems. Report to be made in January 2011.

24. Pension audits

Current Status: Audits for FY 08/09 were distributed to Town Commission. Audits for FY 09/10 are underway by Alyce Jones, CPA. The Town of Surfside pension program remains fully funded. There may be a need to amend the pension plan to allow the Town Manager to opt out. This will appear on the next Pension Board agenda if necessary.

25. Community garden and farmers market

Current Status: There is FY 10/11 budget allocation of \$5000 for this project. Town Manager Roger Carlton will meet with the Beautification Committee and other supportive individuals to initiate this project in January 2011.

26. Explore broadcasting Channel 77 on ATT U-Verse

Current Status: Town Manager Roger Carlton will meet with AT&T officials to determine technical requirements and bring a recommendation to the Town Commission in January 2011.

27. Feral cat concern

Current Status: Concern regarding feral cats continues. The concerns have morphed to a much larger scope due to the hookworm issue in Miami Beach and related publicly. Matters of this nature and how they are resolved will be included in the discussion by the Code Enforcement Committee. Concerned individuals on all sides of this issue should rest assured that the Administration will work closely with the Health Department to ensure the safety of our citizens and visitors while remaining sensitive to the concerns of the cat advocates. See article attached to the report, "Feral Pigs in Dallas, Texas", demonstrates that we are not alone.

28. First reading of Commercial Vehicle Restricted Parking Ordinance

Current Status: Ordinance has been prepared by Town Attorney Lynn Dannheisser for inclusion on December 14, 2010 Town Commission agenda. Numerous changes suggested by Town Manager Roger Carlton will require a second look at the Planning and Zoning Board. Ordinance should be before the Town Commission in January 2011.

29. Keep America Beautiful

Current Status: Tim Milian, Parks and Recreation Director has investigated and the report attached to this document recommends moving forward with the program in cooperation with the Beautification Committee.

30. Recycle containers for glass and aluminum in downtown and beach areas and used small battery containers at Town Hall

Current Status: Public Works Director Fernando Rodriguez has investigated this process and eight recycle containers have been installed downtown. Staff will work on an expanded public information program to ensure that the containers are not used for non recyclables. Staff is also reviewing the potential of battery recycling container program and additional glass/aluminum recycling containers on the beach.

31. Bal Harbour Juice Bar

Current Status: Town Attorney Lynn Dannheisser has investigated this situation and will report on her portion of the agenda. Item completed.

32. Lot on 96th Street owned by Young Israel complaints of trash

Current Status: Lot has been cleaned up and chained off. Item completed.

33. Baynanza – yearly event in need of new chairperson

Current Status: The Town Clerk has posted the vacancy and names are still being sought.

34. PACE program – special assessment districts for home energy efficiency improvements

Current Status: See issue paper attached to this report regarding concerns of the Federal Housing Finance Agency for this program. A report and recommended actions will appear on the January 2011 agenda.

35. Canine feces bag receptacles installation

Current Status: Duncan Tavares will coordinate a study including potential sponsorships. Report back in January 2011. Receptacles have been placed in Veterans Park at the 93rd Street entrance to the beach behind the Community Center.

36. Plaque in Veteran's Park for J. Coto Eagle Scout beautification effort

Current Status: Plaque has been ordered and will be installed when received. Item completed.

37. PILOTS – Payments In Lieu of Taxes

Current Status: Town Attorney and Town Manager will complete research and report regarding cost and potential funding sources for required studies to implement a PILOT program. Report will be provided in January 2011.

38. Mobility Study: This project is allocated \$75,000 in the FY 10/11 Budget

Current Status: Shelley Eichner and Sarah Sinatra will review and report in January 2011. The work will be awarded to the one of new engineering contractor(s) and should commence in Spring 2011.

39. Community Center Supporters “Buy a Brick” program

Current Status: A sample brick will be shown to the Town Commission during the December 14, 2010 meeting. Residents Cheryl Arnold and Pamela Behar have agreed to volunteer to head up this program with Commissioner Karukin as the Town Commission liaison.

The following section of the Point of Light Report relates to items funded in the budget which are on-going. If a budgeted item has been completed, it will not appear in the report:

40. Establish a reserve policy for all fund types for capital outlay projects and smoothing rate increases

Current Status: This will be analyzed in the development of the Five Year Financial Plan and recommendations will be made. The Plan is scheduled to be brought to the Town Commission in January 2011.

41. Complete expired permit closeout in the Building Department

Current Status: Owners have been notified and closeout effort is underway.

42. Parking Study: This project which is necessary to establish a Parking Trust Fund, which has an allocation in the FY 10/11 Budget will go out to RFP in early 2011.

Current Status: Preparation of the RFP will be completed in January 2011.

43. Review property and casualty insurance coverage

Current Status: Finance Director Marty Sherwood has requested price quotations from the Florida League of Cities program to increase coverage levels. A report will be made in January 2011 regarding this program.

44. Lien Special Counsel: This will help in meeting the goal of placing and collecting liens for extreme violations

Current Status: Town Attorney Lynn Dannheisser has selected Special Counsel and will report on this during her portion of the December 14, 2010 agenda.

45. Flag replacement: There is an allocation of \$1000 with the Parks and Recreation Department FY 10/11 Budget

Current Status: The funds will be utilized for the reinstallation of the three flag poles at the Community Center.

46. Tourist Resort Tax Auditor program received a \$6000 allocation in the FY 10/11 Budget

Current Status: The Town Manager will discuss this program with the Tourist Board in the December meeting and move forward after receiving their input.

47. Municipal parking lot renovation program: \$428,000 has been allocated in the FY 10/11 Budget for paving, sealing, restriping, concrete curb repairs, litter receptacles, improved lighting and landscaping and drainage services.

Current Status: This project will be awarded to the new engineering/architectural vendor(s) after a mini competition. Work should commence during Spring 2011.

48. Interior and exterior repainting of Town Hall

Current Status: Changer Order No. 3 to the Community Center project was approved during the November Town commission meeting. Color selection was approved upon advice from the Beautification Committee. Scheduling for the interior and exterior painting on weekends is being prepared by Building Director Paul Gioia and is estimated to require nine weekends.

49. Solid waste collection vehicles: Staff was directed to prepare the RFB for October 2011 delivery of a new collection vehicle.

Current Status: Commissioner Olchyk has requested the Town Manager to review the frequency of collection on the December 14, 2011 agenda. Depending on the outcome of that study, the schedule and/or need for an RFB for a new collection vehicle will be determined. Further, any savings that may result from a revised schedule of collection could be used to enhance beach walk maintenance.

50. Document imaging and scanner software: This \$26,500 project was funded in the FY 10/11 Budget

Current Status: RFP under review. Will be advertised in late December for a February 2011 award by the Town Commission.

51. Phone system upgrade: This \$54,000 project was funded in the FY 10/11 Budget

Current Status: Town Clerk Debra Eastman and Town Manger Roger Carlton are currently reviewing the RFP. This project is assisted by Calvin Giordano and Associates. The RFP has been reviewed by the Miami Dade County Procurement Department and many valuable comments were made. Our thanks to Director Miriam Singer and her staff for this pro bono assistance. Contract award is expected in Spring 2011.

52. E-mail Archive Spam Filter project: This \$8000 project was funded in the FY 10/11 Budget

Current Status: This project will be included in the phone system upgrade and will not appear separately in future “Points of Light” reports.

The following items have been completed. Items have been deleted from the December 2010 Points of Light.

1. Special Presentation – Downtown Improvements Master Plan – Scarlet Tenen, Chairman, Planning and Zoning Board
Town Manager, Roger Carlton requested that Tourist Bureau Director, Duncan Tavares arrange to have the student survey team gather information on Saturday and an additional day to ensure coverage for residents/shoppers who would not be in the Downtown on Saturday.
3. Public Works Director, Fernando Rodriguez will post the recently amended notification of chlorination of water on the Town website and channel 77 as soon as possible.
4. Parks and Recreation Director, Tim Milian will follow up on the installation of the life guard rings as funded by County Commissioner, Sally Heyman. The expected completion date is November 5, 2010. Mr. Milian will arrange for a formal dedication ceremony.
6. Town Manager, Roger Carlton instructed information technology consultant, Jose Feliz to post photographs of the progress of the Community Center construction on the cable channel 77, as is already done on the Town website. Chris Giordano will arrange for the posting of photographs.
7. Finance Director, Martin Sherwood, Building Official, Paul Gioia and Public Works Director, Fernando Rodriguez will prepare and provide a detailed report of monies paid to Calvin, Giordano and Associates for inclusion in the November Town Commission agenda. The report will include recommendations for modifying the relationship with the firm during FY 2010/2011. Town Manager, Roger Carlton to meet with Vice Mayor Joe Graubart to define his ideas.
8. Discs of the regular Town Commission meeting are available for that month at no charge at the front desk of Town Hall. One citizen has utilized the service in August and September, 2010.
9. Projects Progress Report – Calvin, Giordano & Associates, Inc. (CGA)
John Messarian, CGA, will prepare an email to the Town Manager with details of grants actually committed (not just applications made) in the past two years. This report will be presented during the November Town Commission meeting.
10. Yamileth Slate-McCloud, Human Resources Coordinator will prepare a memo, for review by the Town Manager, to accompany the Fraternal Order of Police (FOP), contract that will give a detailed explanation of pay practice concerns during the last contract period.
11. Town Clerk, Debra Eastman will investigate the Miami-Dade County home page to be sure that all Surfside Commissioners are properly listed and take action to ensure that any missing information is provided and posted.

12. Town Clerk, Debra Eastman will enhance the agenda pages in the Town Commission monthly agenda packets with the page numbers for each item and will reference any linked agenda items.
13. Public Works Director, Fernando Rodriguez will prepare an item for the November Commission agenda for the bid award and contract award for construction of the municipal parking lot assuming the required second reading design ordinance is approved by the Town Commission.
14. Dennis Giordano, Calvin, Giordano and Associates, inc. will provide the Town Manager with a memo by October 22, 2010 explaining water pressure and any water pressure impacts to existing homes. This will be forwarded to Town Commission and Shirley Baker who requested the information during the October, 2010 Commission meeting.
15. Town Clerk, Debra Eastman will be responsible for posting the After Action items document on channel 77 within three days of the meeting.
16. Tourist Bureau Director, Duncan Tavares will investigate and prepare a report on the request to air the 5,000 Books CD on channel 77. The report will be on the November Town Commission agenda.
17. Town Clerk, Debra Eastman will provide demo CDs from proposed League of Cities vendor, e-cities, a website hosting company, to the Communication Committee for their review.
18. Building Official, Paul Gioia and Code Enforcement Officer, Michael Garcia were assigned to the Code Enforcement Committee and Police Chief Allen will also provide a representative. The first meeting will be scheduled as soon as possible.
19. Police Chief David Allen will contact the Miami Herald to request that they include more information about police incidents in Neighbors and prepare a brief email to the Town Commission regarding the results by October 22, 2010.
27. Tourist Bureau Director, Duncan Tavares will prepare a report on the strategy for the complete disposition of library materials for the November Town Commission agenda.
28. Town Attorney, Lynn Dannheisser was authorized to cease further action regarding F&P Aluminum Screen, Inc. purchase of impact windows for the lifeguard stand. This action was taken due to the low probability of any compensation in relation to potential legal costs. Town Manager, Roger Carlton instructed to implement procedures that will avoid any recurrence of this problem.
31. The Town Commission authorized Martin Sherwood, Finance Director to pay total reimbursement of \$100 per household for the purchase of Miami-Dade Public Library system cards for Surfside residents to a total of \$12,000 for the 2010-2011 budget year.

- 32. Town Manager, Roger Carlton in conjunction with Town Attorney, Lynn Dannheisser will finalize the informational mailer to Town residents regarding the Charter change question on the November 2, 2010 ballot.
- 34. Mayor Daniel Dietch will schedule a Town Hall meeting to introduce Interim Town Manager, Roger Carlton to the community.
- 35. Tourist Bureau Director, Duncan Tavares will make a formal request to follow up on the offer of Miami-Dade County Commissioner Sally Heyman to bring the book mobile to Surfside.
- 39. Town Manager, Roger Carlton and Town Clerk, Debra Eastman will work with Vice Mayor Joe Graubart to extend an invitation to Robert Meyers from Miami-Dade County Commission on ethics to come to the November Commission meeting to discuss concerns with public debt.
- 49. Town Clerk to research how the Town of Surfside voted on the People's Transportation Plan approximately 4 years ago
- 50. Town Manager to meet with Rabbi Lipskar of the Shul of Bal Harbour
- 51. No handicap ramps on 90th Street and 92nd Street (Commissioner Kopelman)
- 52. Status of Town of Surfside Evaluation and Appraisal Report (EAR)
- 54. Make street ends more attractive (Mayor Dietch)
- 56. R. Zambrano – Feral Cat Issue
- 57. Information on website re: completion of Community Center
- 61. SOBER House status
- 67. Rumor of early Community Center building permit signatures by unauthorized officials
- 71. Whitefly Infestation: Vice Mayor Graubart requested information relative to possible Town program